



TOWN OF ISLIP DEPARTMENT OF PLANNING AND DEVELOPMENT
Building Division

Permits.....224-5466, 69
Records/Inspections.....224-5470
Plans Examiners.....224-5467, 68

ONE MANITTON COURT ISLIP, NEW YORK 11751 Phone (631) 224-5464 Fax (631) 224-5462
Phil Nolan, Supervisor

COMMERCIAL INTERIOR ALTERATION REQUIREMENTS

- Certificate of Occupancy for main building
- Filing fee
- Building permit application completely filled out with PROPERTY OWNER's signature notarized.
- 4 sets construction drawings (building plans) drawn to scale on paper no larger than 24" X 36". The plans must be drawn by a New York State licensed architect or engineer and must have an original seal and signature and must include mechanicals and plumbing.
- Letter of use - must state use of all tenants if multi tenanted
- Current as built floor plan of entire building drawn to scale. Should include dimensions of building, uses and bar scale. In no case should it be larger than 11" X 17".
- 4 copies of existing site plan showing parking conditions

Please note that the building permit fee will be calculated after the plans have been reviewed and approved.

ADDITIONAL ITEMS THAT MAY BE REQUIRED

Site plan approval

Board of Appeals approval (631) 224-5489

Town Board approval (631) 224-5450

Suffolk County Dept of Health approval (always req for Laundromats) (631) 852-5700